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DOCUMENTS TO GATHER FOR YOUR SUPPORT CASE

The following is a checklist of items that you will need to provide to help me assist you with your child support and/or spousal support case. ***If you do not have any children, disregard any items related to children. Please note the following when gathering these documents:***

- These are the same documents that you will be asked to provide to the opposing side of your case, so please complete this as soon as possible.
- Please organize these documents in chronological order and by account number. If I have to organize them, it will cost you much more in attorney's fees for me to review them.
- ***Do not write on any documents that you provide.*** If you need to make a note about an item on the document, please use a sticky note or a separate sheet of paper.
- If you do not have some of the documents that are requested, make your best effort to get the missing documents from financial institutions or other providers. If after making an effort to get them, please make a note to me as to who might have them. If I have to obtain them from another source, it will cost you more in attorney's fees.

These are the documents needed:

- Documents reflecting income from any and all sources for the last two (2) years preceding the filing of the claim (*list attached documents*):
 - Income tax returns for the last three (3) years, including W-2, all schedules and attachments;
 - Pay stubs for the last six (6) months;
 - Documents reflecting expenses for current child care and payments made for which reimbursement is sought;
 - Documents reflecting expenses for current healthcare insurance and payments made for which reimbursement is sought;
 - Documents reflecting expenses for uninsured medical expenses paid for which reimbursement is sought;
 - Documents reflecting any extraordinary expenses of the children;
 - Documents regarding any obligation for child support for any child(ren) for whom support is not sought; and
 - Documents reflecting ownership of stock or stock options.

- Bank statements for the last twelve (12) months, including cancelled checks, check register, online statements, and evidence of checks paid (i.e., Quicken, general ledgers, etc.); *(If this is for a matter in which you are separated, and you have been separated for more than one (1) year, then I will need all documents going back to one year before you separated.)*
- Credit card statements for the last twelve (12) months for any credit card for which you are an authorized user; *(If this is for a matter in which you are separated, and you have been separated for more than one (1) year, then I will need all documents going back to one year before you separated.);*
- List of all financial accounts, including account number, name of account holder, institution, address and phone number of all financial accounts in which you have or had have any interest in the last twelve (12) months; *(If this is for a matter in which you are separated, and you have been separated for more than one (1) year, then I will need all documents going back to one year before you separated.);*
- Business tax returns for the past three (3) years, including K-1 and all attachments and schedules;
- Business bank statements, including cancelled checks, check register online statements, and evidence of checks paid for the last twelve (12) months; *(If this is for a matter in which you are separated, and you have been separated for more than one (1) year, then I will need all documents going back to one year before you separated.)*
- Credit card statements used for business expenses for the last twelve (12) months for any credit card for which you are an authorized user; *(If this is for a matter in which you are separated, and you have been separated for more than one (1) year, then I will need all documents going back to one year before you separated.);* and
- Financial Affidavit (See attorney for more information.)